

# County of Henry

P.O. BOX 7  
COLLINSVILLE, VIRGINIA 24078-0007  
<http://www.co.henry.va.us/>

TELEPHONE (276) 634-4670  
FAX (276) 634-4535



MEMBER OF  
VAGP  
NIGP

PURCHASING DEPARTMENT

**JULY 11, 2013**  
**REQUEST FOR PROPOSAL**  
**RFP # 13-07233-A122**  
**HENRY COUNTY PURCHASING DEPARTMENT**

The Henry County Parks & Recreation Department solicits firms to submit proposals for "Sports T-Shirts." The **original** and **three (3)** submittals (**FOR A TOTAL OF FOUR (4) PROPOSALS**), marked "**Sports T-Shirts**" RFP #13-07233-A122 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, JULY 23, 2013, in the:**

**Purchasing Department, Room 210**  
**Attn: Carole Jones, Chief Purchasing Agent**  
**Henry County Administration Building**  
**P.O. Box 7 (Postal Service)**  
**3300 Kings Mountain Road (UPS or FedEx)**  
**Collinsville, VA 24078-0007**

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

**RFP #13-05213-A120**

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal shall be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

**Contract Period**

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). This contract shall be good for the contract terms written on page 7 of this proposal. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

**Piggy Back Clause**

**This contract shall be available for piggy backing for any other state and local agency or government agency.**

**ILLEGAL ALIENS**

**Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.**

**SPECIAL TERMS AND CONDITIONS**

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

**PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT**

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME (TYPE/PRINT) \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

TELEPHONE(     ) \_\_\_\_\_

FAX(     ) \_\_\_\_\_

**RFP# 13-07233-A122**

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDED A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

\_\_\_\_\_ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

\_\_\_\_\_ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

\_\_\_\_\_  
AUTHORIZED VENDOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
PRINTED NAME AND TITLE

**Subcontractor Information**

**Must fill form out completely even if no subcontractors are being used.**

You must check appropriate box below and list any subcontractors that will be used for this RFP# **13-07233-A122** for **Sports T-Shirts**.

\_\_\_\_\_ I will be using subcontractors. (See list below)

\_\_\_\_\_ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

\_\_\_\_\_ I will not be using subcontractors.

1.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

2.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

3.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

4.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

5.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

6.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

**Bidders Company Name** \_\_\_\_\_

**Bidders Authorized Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Bidders Telephone #** \_\_\_\_\_ **Federal ID #** \_\_\_\_\_

\*Note- Add a separate sheet if you need additional space for subcontractors



## **General Specifications**

- 1. This Proposal is for all t-shirts for the Henry County Parks & Recreation (HCPR) Youth Athletic Teams.**
- 2. Approximately 2,000 shirts will be ordered during the year. Approximately 60% will be adult sizes and 40% will be youth sizes.**
- 3. An order will be placed for each of three seasons. Fall is Girl's Basketball and Flag Football, winter is Boy's Basketball, and spring is Baseball & Softball.**
- 4. All shirts must be Gilden 5000 100% cotton or an equivalent brand approved by HCPR. Shirts must be "1<sup>st</sup> run shirts" and not "seconds". Vendor must supply the correct sizes that are ordered.**
- 5. Vendor must be able to process shirts in at least 20 different colored sets of 15 to 25 shirts per set. Vendor must package shirts per team (set), and per league (division). Shirts must be numbered in sequence starting at 1 with 1 being the smallest size and the last number being the largest size. For basketball, vendor must use "basketball numbers", meaning all shirts must be numbered using digits 0 - 5.**
- 6. All shirts will have a screen on the front and back, and a 6" number on the back. All sports except baseball will also have a 6" number on the front.**
- 7. Each set of baseball shirts will have a different screen on the front of the shirt. Each team will have a sponsor, and the sponsor's logo will go on the front of each shirt. There are approximately 50 different baseball teams and each team will have a different screen (sponsor). Vendor must use the artwork that is sent for the current year and may only use artwork from previous years if indicated on the order sheet.**
- 8. The screen process must be computerized and screens must be able to be created photographically using only a letterhead, sketch, or similar type logo of the desired screen as provided by the customer. Vendor must have access to a designer/artist that is capable of creating attractive designs from written or sketched instructions within 3 days.**
- 9. Each set of shirts will have only one color of ink, but HCPR will be able to choose from two colors for each set of shirts (usually white or navy ink).**
- 10. All shirts must be delivered by the date indicated on the purchase order for each sport. The vendor will have at least four weeks notice before the shirts are due in our office.**
- 11. For the baseball shirts, HCPR will fax or email the sponsor information to the vendor as HCPR receives the sponsor information from each coach. HCPR will fax or email each sponsor information individually, and may fax or email more than one per day. All baseball shirts must be delivered by April 28. The only exception that will be made is if HCPR faxes the sponsor information for a team after April 25. The shirts that the vendor receives sponsor information**

for after April 25 must be received in our office within three working days. The vendor must have a working fax machine.

12. Numbers must be vinyl, heat-pressed numbers or screen printed.
13. A sample shirt is included. The screen must be done as is shown on the sample shirt. The baseball shirts will have a sponsor logo on the front instead of what is shown on the sample.
14. Vendor must quote a price per shirt and all costs must be included, including delivery. Shirts must be received in our office (3300 Kings Mountain Road, Martinsville, VA).
15. Vendor must have a store or place of business within a 60 mile radius of the Henry County Parks and Recreation Office.

### **Contract Terms**

This Proposal shall start with the fall sports season 2013 and last through all sports until June 30, 2014. However, the HCPR reserves the right to extend the contract for four (4) 1-year terms upon mutual agreement with awarded vendor. Each year the HCPR department may contact awarded vendor in the spring prior to the renewal date of July 1<sup>st</sup> to negotiate another 1-year contract. This entire contract with yearly extensions shall not extend past June 30, 2018.

### **Contract Requirements to be turned in with Proposal:**

Proposals that don't provide the following requirements will be rejected and not considered. Vendor shall clearly mark within your proposal the following requirements so that evaluation committee can easily locate.

- Vendor shall provide the operating business location address that is within the 60 mile radius of HCPR.
- Vendor shall submit three (3) reference letters from different government facilities that they have provided t-shirts.
- Vendor shall provide a summary of their business (number of years in service, number of employees, type of equipment etc.....)

### **Evaluation Criteria**

Vendor must meet all of the above specifications throughout the life of the contract. If vendor fails to meet any of the above specifications, HCPR reserves the right use another vendor of their choice until another RFP can be done. Proposals will be evaluated by the HCPR Evaluation Committee.

#### **Evaluation Criteria**

- a). Proposed Prices
- b). Business Summary of Qualifications, Ability to Perform, years in service, type of equipment etc....
- c). References of providing t-shirts to Government facilities. (Vendors that can provide evidence of providing more than 1000 t-shirts within a single fiscal year to a government facility will be ranked higher than vendors that can't provide such information).

- d). Vendor provided address of business location within 60 mile radius of HCPR.
- e). Number of Full-time Employees
- f). Business location open for walk-in visits from HCPR during the week, Monday - Friday from at least 9:00am – 4:00pm daily.

**Contact**

Vendor shall contact Roger Adams at [radams@co.henry.va.us](mailto:radams@co.henry.va.us) before submitting the Proposal if they have any questions.

**PROPOSAL QUOTE**

**PRICE PER SHIRT: \$**\_\_\_\_\_

**VENDOR:**\_\_\_\_\_

**AUTHORIZED SIGNATURE:**\_\_\_\_\_